

## **Passport Service Checklist**

Name \_\_\_\_\_ Passport No. \_\_\_\_\_

Mobile No. \_\_\_\_\_ E-mail id \_\_\_\_\_

**Service sought for (tick the right option and ensure all documents have been attached).**

**Reissue of Passport (within one year before the expiry of passport or if no blank page is left)**

- Duly filled print out of the online application form.
- Two photographs (2 x 2 inch) – one pasted on form, another loose copy.
- Current passport along with copies of front and last pages.
- Copy of ARC

**Passport Services in case of Minors (Children less than 15 years of age)**

- Duly filled print out of the online application form.
- Two photographs (2 x 2 inch) – one pasted on form, another loose copy.
- No Objection Certificate from other parent in case one parent signs the application (Form F).
- Court custody papers attested by the Notary Public in case of divorced parents of the minor.
- Declaration of the parent attested by a Notary Public in case of a single parent.
- Letter signed by both father and mother if the minor is unable to sign or give thumb impression.
- Copy of ARC

**Fresh Passport for New-born**

- Duly filled print out of the online application form.
- Two photographs (2 x 2 inch) – one pasted on form, another loose copy.
- Birth certificate.
- Copies of passports and ARCs of parents.
- Copies of Marriage Certificate of parents.
- Certificate of entry of child's birth issued by ITA.

**Application for Fresh Passport in lieu of Lost or Damaged Passport**

- Duly filled print out of the online application form.
- Two photographs (2 x 2 inch) – one pasted on form, another loose copy.
- Current passport along with copies of front and last pages in case of damaged passport.
- Police report in case of lost passport.
- Photocopy or number, date of issue and place of issue of the lost passport.
- Copy of ARC.
- Form C (Annexure F)

**Change of Name in Passport**

- Duly filled print out of the online application form.
- Two photographs (2 x 2 inch) – one pasted on form, another loose copy.
- Current passport along with copies of front and last pages.
- Copy of ARC.
- Clippings of two newspaper publications (one Taiwanese and one Indian) or the Gazette notification of the concerned State Government in India.
- Two public/school documents issued in the desired/applied changed name to ascertain that the applicant has actually changed his/her name.
- Form H (Annexure E).

**Change of Name/ Addition or Deletion of the Name of the Spouse following Marriage, Remarriage or Divorce**

- Duly filled print out of the online application form.
- Two photographs (2 x 2 inch) – one pasted on form, another loose copy.
- Current passport along with copies of front and last pages.
- Copy of ARC.
- Details filled in the requisite column in passport application form.

**Change of Address in Passport**

- Duly filled print out of the online application form.
- Two photographs (2 x 2 inch) – one pasted on form, another loose copy.
- Current passport along with copies of front and last pages.
- Copy of ARC.
- Copy of address proof.

**Emergency Certificate**

- Duly filled print out of the online application form.
- Two photographs (2 x 2 inch) – one pasted on form, another loose copy.
- Letter explaining the need for an EC.
- Copies of the first and last pages of the applicant's passport.

**Renunciation and Cancellation of Indian Passport on Acquisition of Foreign Nationality.**

- Duly filled print out of the online application form.
- Two photographs (2 x 2 inch) – one pasted on form, another loose copy.
- Copy of current passport.
- Indian passport in original.
- Naturalization certificate issued by Taiwanese authority.
- Copy of ARC or Taiwanese identity document.